



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, March 27, 2023
Approved Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

Members Present: Chair Russ TeSlaa; Board Members Meika Weiss, Kristin Myers, Jason Latham, Al Rios, and Kevin Klynstra,

Others Present: Crystal Benson and Matt Van Dyken

Members Absent: Secretary/Treasurer Joe Baumann and Vice-Chair Lyn Raymond; Board Members Jan Steggerda and Abraham Hernandez

Staff Present: Elisa Hoekwater, Beth Higgs, Lynn McCammon, Sandra Korhorn, Kaitlynn Riegling, and Barbara Sonnerville

3.23.1 Approval of the February 27, 2023 Board Meeting Minutes

A motion was made by Rios and supported by Latham to approve the February 27, 2023 board meeting minutes. Motion carried unanimously.

3.23.2 Public Comment

There were no public comments.

3.23.3 Marketing Committee

Higgs reported that recruiting is still a main focus. MAX is exploring other avenues for advertising and several new ads will start shortly.

3.23.3a Call Center Summary

There was no discussion.

3.23.4 Executive Committee

3.23.4a MAX Financial Audit Report

MAX received a clean/unqualified opinion with no deficiencies in internal controls over financial reporting found. A motion was made by Baumann and supported by Rios to approve the audit report as presented. Motion carried unanimously. A motion was made by Rios and supported by Weiss to approve the audit report as written. Motion carried unanimously.

- 3.23.4b** *Depot Lease Options*
The board requested a study session to discuss the options for the lease renewal. A study session meeting was set for April 10, 2023. A motion was made by Rios and supported by Latham to table the discussion until after the study session. Motion carried unanimously.
- 3.23.4c** *Amtrak Lease Renewal*
The board requested to wait approval of this contract with Amtrak as some of the provisions will be determined by the Depot lease between MAX and the City of Holland. A motion was made by Rios and supported by Latham to table the discussion. Motion carried unanimously.
- 3.23.4d** *Shift Premium*
MAX approved new pay grades and a new step program in March 2022. Though we have seen that this has helped to encourage existing staff to remain on the MAX team, we are not attracting the new employees that are needed to work Saturday and evening hours. A shift premium of \$2.40 per hour would bring the starting bus operator wage to \$20.00, which is more in line with our transit neighbors, and make these positions more attractive to potential employees. A motion was made by Latham and supported by Weiss approve to the shift premium policy as written. Motion carried unanimously.
- 3.23.4e** *Ridership Reports for February 2023*
There was no discussion.
- 3.23.4f** *Financial Reports for February 2023*
There was no discussion.
- 3.23.4g** *Expenditure Reports for February 2023*
There was no discussion.
- 3.23.5** **MAX Director's Report**
Hoekwater reported that MAX, along with several other neighboring transit agencies, have been researching new scheduling software. After careful study of many different programs, we can finally announce that VIA has been selected. There are now five Michigan transit agencies all on the same contract. This means that from Cadillac-Wexford to Muskegon – Grand Haven – Holland – and Allegan we will all be using the same system. The regional connections are REAL and certainly a major accomplishment!
Hoekwater also reported that she and Riegling have been making final revisions to the FY2024 annual MDOT application for capital and operating funds. They are also working on the Q2 Milestone Performance Reports (MPR) to FTA. Harbor Transit has provided some helpful coaching on grant management which is coming in helpful.
- 3.23.6** **Adjournment**
A motion was made by Latham and supported by Rios to adjourn the meeting. Motion carried unanimously.